

STATE OF ALABAMA

Information Technology Policy

Policy 100-00: Information Technology Policies

Information technology policies will be developed to enhance the overall management and strategic value of information technology resources in the State of Alabama. Policies will provide the framework for agencies throughout state government to recognize the maximum potential of all information technology resources.

OBJECTIVE:

The objective of this policy is to define the Information Technology Policy (ITP) document as a vehicle for recording and communicating policies to all departments, boards, agencies, and commissions (hereafter referred to as agencies) under the authority of Act 1299, Act 90-553 and Act 2000-715 as it relates to information technology.

SCOPE:

This policy applies to all state agencies, boards and commissions with the exception of the Department of Education and the Alabama State Legislature.

SUBMISSION:

Policy recommendations may be submitted in writing to the Assistant Director, IT Planning, Standards, and Compliance Office, Information Services Division (ISD), Suite 200, Folsom Administrative Building, 64 N. Union Street, Montgomery, Alabama, 36130 or emailed directly to Gene.Akers@isd.alabama.gov.

REVIEWS:

Proposed ITP policies will be posted on the Information Services Division website (www.isd.alabama.gov) for up to thirty (30) days for review and comments before approval by the Director of the Information Services Division (ISD).

APPROVAL:

ITP policy documents will be reviewed and approved by the Chief Information Officer (CIO).

FREQUENCY:

ITP documents will be issued and updated on an as-needed basis.

DISTRIBUTION:

Approved ITP policies will be posted to the Information Services Division (ISD) website at www.isd.alabama.gov.

RESPONSIBILITIES:**Information Services Division (ISD)**

1. Identify and document the need for specific information technology policies
2. Provide procedures for the review and feedback of policies by the information technology community
3. Monitor the compliance of adopted information technology policies
4. Identify and document the need for specific information technology policies
5. Monitor the compliance of adopted information technology policies
6. Adhere to approved information technology policies

Agency Management, Information Technology Organization

1. Review and comment on recommended information technology policies
2. Adhere to approved information technology policies
3. Identify and document the need for specific information technology policies
4. Monitor the compliance of adopted information technology policies

Individual Information Technology User

1. Adhere to all adopted information technology policies

ENFORCEMENT:**Authority:**

State of Alabama Code, Acts 1973, No. 1299, Section 41-4-220 through 41-4-424.

State of Alabama Code, Acts 1990, No. 90-553, Section 41-4-280 through 41-4-37.

State of Alabama Code, Acts 2000-715, Section 16-61-D through 16-61-D6.

EXCEPTIONS:

Agencies requiring exceptions to policies must submit requests in writing to the Chief Information Officer. Where appropriate, conditions warranting exceptions will be specified within individual policies.

Signed by Jim Burns, Chief Information Officer

Policy History

Version	Release Date	Comments
Original	12/05/05	